

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **December 17, 2009 at 6:00 p.m.** in the **Board Room of the Brown County Central Library, 515 Pine Street, Green Bay WI**

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

EXCUSED: JOHN HICKEY, KIM LA PLANTE

ALSO PRESENT: LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, PENNY BARTA (staff); FREDERICK J. MOHR, (Attorney at Law representing Brown County); AARON SIEGRIST, CAL SIEGRIST, JR., MARK MERRIFIELD (Director, Nicolet Federated Library System).

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

A modification was made to include action to resume open session following agenda item 4. Motion by Kegel, seconded by Pletcher, to approve the modified agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the November 17, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications were received by the Board.

OPEN FORUM FOR THE PUBLIC

Aaron Siegrist was attending the meeting with his father, Cal Siegrist, Jr. Aaron is a 2nd class boy scout in Troop 1139. He was present to observe the meeting to earn his communications merit badge. They left the meeting prior to the closed session at 6:10 p.m.

CLOSED SESSION

Motion by Bellmore, seconded by Buboltz to move into closed session pursuant to Section 19.85 (1) (c) WI Statutes, for the purpose of consideration of employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility. **Roll Call: Aye:** Kegel, Pletcher, Buboltz, Theisen, Bellmore and Watermolen. **Nay:** None. Motion carried unanimously. **Also Present:** Lynn Stainbrook, Mary Ryan, Lori Denault, Sue Lagerman and Fred Mohr.

RESUME OPEN SESSION

Motion by Bellmore, seconded by Buboltz to resume to open session. **Roll call: Aye:** Kegel, Pletcher, Buboltz, Theisen, Bellmore and Watermolen. **Nay:** None. Motion carried unanimously.

Fred Mohr left the meeting at 7:15 p.m.

Curt Beyler and Penny Barta joined the meeting at 7:15 p.m.

Penny was present in relation to agenda item #11, Wrightstown Fundraiser. Motion by Pletcher, seconded by Kegel to move agenda item #11 before agenda item #5 as an accommodation. Motion carried.

WRIGHTSTOWN FUNDRAISER

The Wrightstown Area Library Committee is planning a fundraising event to benefit the Wrightstown Branch Library on Saturday, March 6, 2010. The adults-only event, "An Evening in Tuscany" will include beverages, appetizers, music (live entertainment) and a silent auction. The planners would also like to include a wine tasting sponsored and conducted by local wineries (Ledgestone, Kerrigans and a third). Scray's Cheese will also be served. Penny requested approval by the Board to serve wine samples. The Wrightstown village council will also be approached. Motion by Theisen, seconded by Kegel, to approve serving wine samples at the Wrightstown Branch Library's fundraiser, "An Evening in Tuscany" and to allow the sale of wine by the vendors as an exception to the Sale and Promotion of Goods Sale. Motion carried. The library will receive part of the sale proceeds.

FACILITIES REPORT

- a. **Solar Energy Project at Kress Family Library** Lynn and Carla met with the SEEDs group and they are very enthusiastic and have a lot of ideas. Their project goals and priorities are listed in the Director's Report. They are very organized and are seeking a project manager and a grant writer. Grants have about 70% funding available. A civil engineer offered to prepare specs for bid and he has been referred to Bill Dowell. A promotional brochure is being worked on. Everything seems to be moving along very well. Carla also commented on their enthusiasm and is very interested in the educational aspect. Terry also noted how this project ties in with the educational mission of the library. An energy savings would also be nice.
- b. **Energy Conservation Methods Update** Lynn gave an update in her written report. Curt noted that a few dozen lamps are on hand and he has a light meter to test the appropriate levels of light. A large order was placed for Kress. Since there is a cost to recycle the old lamps, Curt inquired and learned that Habit for Humanity's ReStore will accept lamps that still work. They will be given to them and this will prevent wasting them or having to pay for their recycling. The HVAC setbacks at the Ashwaubenon and Southwest branches have been completed. Terry asked that the cost (investment) of the ECMs be tracked as well as the savings earned. Lori can track costs and compare data.

Lynn mentioned that she, Terry, Lori and Curt attended Ed & Rec. Committee members were concerned about the safety issues and they moved to expend up to \$50,000 on emergency lighting and the electrical circuit breaker. The amount was changed on the County Board floor but there should still be enough bonded money to accomplish this. Nate Curell, a representative from Raasch Associates and a county electrician met with Curt and Lynn and worked out the next steps.

Mark Merrifield joined the meeting at 7:35 p.m.

The circuit breaker would have to be changed with a renovation of the Central Library so the possibility of a refurbished breaker was discussed as an option. Terry felt that the Ed & Rec committee was supportive of both the library's physical need for updates and safety issues and getting started on fixing those.

- c. **Appoint East Branch Lease Review Committee** The East Branch lease will be coming up for renewal in a few months. The present lease doesn't have the terms of the renewal and Terry would to set a committee of himself, John Hickey and Lynn to negotiate the terms of the lease with the owners, come back to the Board with any recommendations and/or to proceed if agreeable. The Board agreed that this was acceptable.

APPROVE NEW INTEGRATED LIBRARY SYSTEM CONTRACT

Lynn reported that she and Lori, I.S. staff and Sirsi/Dynix had a positive meeting. IS staff asked good questions and Kevin Raye (IS) led a good technical discussion. Lori worked on the PCI component and that is satisfactory. Lori mentioned that Kurt Hogarty (Purchasing) thought that it was a good contract. **Motion** by Pletcher, seconded by Bellmore to approve the Sirsi/Dynix Integrated Library System contract. **Motion carried unanimously.**

APPROVE CHANGE IN TABLE OF ORGANIZATION

No action was taken on this item. It was deferred to the January, 2010 agenda.

APPROPRIATE USE OF LIBRARY COMPUTERS DISCUSSION

- a. **Review and modify Internet and Public Computer Acceptable Use Policy** Since wireless Internet connections are available at all Brown County Libraries, it was recommended that the language in the Internet and Public Computer Acceptable Use Policy be changed from "...WiFi is available at various Brown County libraries..." to "WiFi is available at all Brown County Libraries."

It was mentioned at Ed & Rec that some computers are used for game playing and not job searching and research. The library does allow game playing for its educational value and the time limits that are imposed on the computers restricts people to 2 hours a day. **Motion** by Buboltz, seconded by Kegel, to modify the Internet and Public Computer Acceptable Use policy as recommended. **Motion carried.**

ACCOUNTANT'S REPORT

a. **Financial Report** A financial report for November was presented by Lori Denault. Lori mentioned that the IS chargebacks are lower than expected for the year. **Motion** by Kegel, seconded by Pletcher, to approve the November financial report. **Motion carried.**

b. **Acceptance of Gifts Grants and Donations** **Motion** by Buboltz, seconded by Pletcher, to approve the November, 2009 Gifts, Grants and Donations as follows:

November 2009 Gifts & Donations

Mathis Family - In Honor and Memory of Dorinda Mathis	\$ 400.00	Denmark materials
Local History & Genealogy Participant	8.65	Local History materials
Community First Credit Union	1,000.00	Kress materials
John Bettinger - In Memory of June and Ivyl	25.00	Materials
GGBCF/Wrightstown Area Library Committee	8,788.22	Wri operating expenses
Friends of Brown County Library	346.25	Cen reading books
OMNOVA Solutions Foundation	1,000.00	W-H reading program
Christopher Heimler	(7.00)	Reclass revenue
Ashwaubenon	23.39	Donation Box
Bookmobile	-	Donation Box
East	40.42	Donation Box
Weyers/Hilliard	38.28	Donation Box
Central Circulation	41.91	Donation Box
Kress	29.25	Donation Box
Adult Services	15.02	Donation Box
Pulaski	6.18	Donation Box
Southwest	25.00	Donation Box
Wrightstown	11.16	Donation Box
Total Donations	\$ 11,791.73	

Federal & State Grants

Nicolet Federated Library System	\$ 2,474.29	Collection Development
Nicolet Federated Library System	487.12	Continuing Education
Total Grants	\$ 2,961.41	

Motion carried.

BUDGET

Lori reported that she is waiting to be notified that the 2010 budget has been loaded into the financial system.

NICOLET FEDERATED LIBRARY SYSTEM

a. **Monthly Update** Denise Bellmore reported that NFLS has added John Kronnenberg to their IT staff; and Gina Reinardy (former BCL employee and past FBCL President) is a new Brown County representative on the NFLS Board. The NFLS Board approved the proposed budget. Discussion included Brown County's moving forward with Sirsi/Dynix and Shawano County's cross-over borrowing. Mark Merrifield commented that the Resource Library Agreement would be on the January agenda.

b. **Resource Library Agreement (RLA)** Terry read an email from John Hickey which stated that Mark Merrifield thought the terms could be agreed upon without committees from NFLS and BCL if this is done to the satisfaction of the Board, he recommends approval. Terry agreed that the RLA had been worked on long and hard and is impressed with the progress that has been made. Lynn supports the agreement and also recommends approval. **Motion** by Pletcher, seconded by Bellmore to approve the 2010 Resource Library Agreement. **Motion carried unanimously.**

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Lynn reported that the Sirsi/Dynix contract was settled on. The PC Reservation system had a 4-day problem and was the fault of the Internet provider. VOIP phone system was switched over December 19 at Central. Ashwaubenon will be next and all the branches are expected to be completed by the end of February. Kathy Philby (IS) conducted the training for staff. IS has a new staff person, Dave Bauman, who will handle security issues. He will be invited to be part of the PCI Compliance meetings with the library. He expressed knowledge about RFID, libraries and technology and that is

encouraging for library staff. The new self-checks will have credit card payment options. NFLS has approved the expenditure of 32 laptops and will be ordered sometime in 2010 in conjunction with the Gates computers. There is no news on the installation of Word 2007. Caroline Haskin and Mary Braun offered "Intro to Word 2007" training for staff and received positive feedback. Focus will be placed on wireless printing. Kathy Pletcher reported that the county would not be upgrading to Word 2007. When an upgrade occurs, it will probably be to Windows Vista. Mary reported that that IS did a nice job with the phone installation and staff is pleased.

PRESIDENT'S REPORT

The \$300,000 the library is slated to receive is the result of Lynn's persistence and this money puts the library in a good spot to continue with the architectural pre-design and move forward. Terry also mentioned that John VanderLeest from Ed & Rec has been advocating the start of a fundraising committee. A meeting with John is scheduled for 1/8/10. A lot of groundwork needs to be completed before a fundraising campaign is launched. Kathy and Paul expressed an interest in attending. Pat La Violette will also attend.

Kim La Plante asked not to be reappointed to the Board due to personal reasons. Her contributions have been very valuable to the Library Board. Ideas will be brought to the next meeting on how to recognize both Kim and Paul Schierl. Lynn reported that John Hickey was reappointed through 2011; Carla Buboltz and Kathy Pletcher were reappointed through 2012; Monica Golomski of Ashwaubenon will replace Kim and her term will go through 2012 and Paul's replacement is being worked on.

The annual election of officers will take place at the January meeting. Denise Bellmore and John Hickey will act as the nominating committee.

DIRECTOR'S REPORT

Lynn shared the photos that were entered in the Teen Photo Contest during Teen Read Week in October. What made these unique is that the library card was required to be part of the photo's composition. The Holiday Parade was a success and Lynn witnessed a little girl who was more excited about receiving a book from the Friend's distribution than she was about catching candy. The Friends distributed over 4000 books to children along the parade route as part of their Give-A-Kid-A-Book campaign.

As of 12/17/09 at 4 p.m. the library's check-out statistic was up to 2,364,782. At this rate, a record number should be reached by year-end. Infusing the book budget with additional funds really made a difference.

Lynn thanked the Brown County representatives on the NFLS Board for their interest and participation on that Board.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Pletcher, seconded by Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:25 p.m.

NEXT REGULAR MEETING

December 17, 2009

Central Library

6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary